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MEMORANDUM FOR: Chief, Support Staff ~~CONFIDENTIAL~~ 27 August 1953
SUBJECT : Weekly Activity Report

A. PROGRESS REPORT - OLD PROJECTS

1. One copy of the OTR budget was submitted to the Comptroller on 26 August. Other required copies will be submitted this date.

[Redacted]

3. The latest report from General Services Office on air-conditioning is: "Installation of transformers has been completed. Installation of feeder lines is being delayed because available electricians have been taken from F&S and Alcott to work on IBM equipment in Curie. The latest word on completion of all air-conditioning work in OTR buildings is 1 November 1953 because, although only two-weeks' work remains, the electricians cannot be spared for the job."

4. Relocation of the clerical training activity from [Redacted] to Curie Hall was completed on 23 August 1953.

5. Processing and transportation of a team of 15 Logistics Office and DDP personnel [Redacted] for orientation and instruction in logistics matters was completed on 26 August 1953.

6. Weekly report of utilization of [Redacted] facilities is attached.

B. ITEMS OF CURRENT INTEREST

1. Instructions have been received from the Comptroller (Agency Notice [Redacted] for preparation of Supplemental Budget Estimates for Fiscal Year 1955.

[Redacted]

C. NEW PROJECTS DURING WEEK

1. A request is being submitted to Logistics Office for one station wagon and one sedan for immediate delivery [Redacted] Data are being assembled in preparation for submission of request for fourteen additional vehicles for continuation of the project.

25 YEAR RE-REVIEW

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[Redacted]

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C. NEW PROJECTS DURING WEEK (CON'T) **CONFIDENTIAL**

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2. The Project Chief is making arrangements to convert the seating arrangement immediately, in accordance with verbal approval by the DD/A for an expenditure not to exceed \$1500.

D. ITEMS OF ADMINISTRATIVE INTEREST

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1. The Classification and Wage Division has approved the upgrading of the OTR Security Officer position from GS-12 to GS-13. Steps are now being taken to officially reassign Mr. from the Security Office to the Office of Training.

2. Reassignment actions have been submitted for TMS personnel assignments and rotations announced in OTR Notice

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Administrative Officer, OTR

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Attachment: Original Only

1. Report

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